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23 January 1961

MEMORANDUM FOR: Area Top Secret Control Officers

SUBJECT : Guide for Area Top Secret Control Officers

1. There is attached for your guidance a statement of the functions and responsibilities of Top Secret control officers and acceptable procedures for the control and transmission of Top Secret documents.

2. This guide is not intended to contravene or modify any existing regulatory issuance, but rather to serve as a basis for training new employees and as a means of achieving a greater degree of uniformity and insuring the adequacy of the controls applied to Top Secret documents.

3. Any questions concerning the attachment or requests for additional copies may be referred to the Central Top Secret Control, Extension 

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CIA Top Secret Control Officer

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Attachment

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GUIDE FOR AREA TOP SECRET CONTROL OFFICERS

1. The Top Secret Control System in CIA operates under the functional supervision of the CIA Top Secret Control Officer and comprises the Central Top Secret Control (CTSC) in the Office of Central Reference; Area Top Secret Control Offices, each staffed by an Area Top Secret Control Officer and alternate Top Secret control officers; and secondary Top Secret control offices operated by assistant Top Secret control officers. The functions and responsibilities of these offices are set forth herein, followed by a description of the procedures involved in the control and transmission of Top Secret material.

2. Area Top Secret Control Offices are established to facilitate the transmission and control of Top Secret documents and to serve as offices of record for major organizational components. Area Top Secret control officers are nominated by responsible officers of such components and approval by the CIA Top Secret Control Officer is subject to confirmation by the Director of Security. The functions of the area Top Secret control officer include:

- a. Implementation of approved Top Secret control procedures, recommending the appointment of alternate, and assistant Top Secret control officers within his area, and indoctrination of these officers.
- b. Establishment of secondary or subordinate Top Secret control offices within his area as required.
- c. Receipt and transmission of Top Secret documents between his area and other areas within the Agency as well as other government departments and agencies.
- d. Maintaining current records of the movement of all Top Secret documents originated or received by his area, and permanent records of the final disposition of all such documents.
- e. Notification to CTSC of the movement of all Top Secret documents into and out of his area, and of the recording of Top Secret documents within his area.
- f. Insuring the recovery of all Top Secret documents charged to, or in the possession of an employee within his area who is scheduled to transfer, resign, or take extended leave.

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3. Secondary Top Secret Control Offices serve as control and distribution points for subordinate components within the area. The assistant Top Secret control officer operating such an office is nominated by the area Top Secret control officer for appointment by the CIA Top Secret Control Officer with the approval of the Director of Security. His functions include:

- a. Implementation of approved Top Secret control procedures within his component and maintenance of a record of the location of all Top Secret documents charged to his office.
- b. Insuring that only authorized persons have access to Top Secret documents and that each person who reads a Top Secret document signs and dates the cover sheet.
- c. Insuring that the transfer of a document to another area or another agency or department is accomplished only through his area Top Secret control office.
- d. Insuring that all Top Secret documents originated in his component or received directly by an individual in his component are recorded by the area Top Secret control office.

4. Alternate and Assistant Top Secret Control Officers are nominated by area Top Secret control officers for appointment by the CIA Top Secret Control Officer subject to confirmation by the Director of Security. Nominees are not to be permitted to serve as control officers until notification is received by the area Top Secret control officer that the appointment has been confirmed. The functions of alternate and assistant Top Secret control officers include the following:

- a. Alternate Top Secret Control Officers are authorized to transmit Top Secret material to other area Top Secret control offices and other government departments and agencies. Included in this category are the personnel of area Top Secret control offices, all Top Secret couriers, and operational officers whose duties require direct dealings with other agencies involving the transfer of Top Secret documents.
- b. Assistant Top Secret Control Officers are generally responsible for the operation of secondary Top Secret control offices and for maintaining controls over Top Secret documents within the jurisdiction of their respective offices. Assistants may not transmit Top Secret documents to another area Top Secret control office nor outside CIA except through their area Top Secret control office.

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5. Appointment and Cancellation of Control Officers - Nominations of area, alternate, and assistant Top Secret control officers should be submitted on Form 457, "Request for Appointment or Change in Status of Top Secret Control Officers", in three signed copies. A fourth copy may be retained in the requesting office pending notification of final action. The forms should be forwarded to CTSC for processing, and notification of approval or disapproval will be returned by CTSC to the area Top Secret control officer. Requests of extraordinary urgency may be made by calling CTSC. Forms should be submitted in the same manner for the cancellation of a Top Secret control officer when appropriate, as in the case of a transfer or change of duties. Blank forms may be obtained from CTSC.

6. Top Secret Control Numbers - Each Top Secret document produced or received by an activity or individual in CIA will be assigned a CIA Top Secret control number which will serve to identify the document for purposes of control and accountability so long as it remains in the Agency. This number will be marked or stamped on the cover or first page of the document and will be identified as the CIA TSC No. In addition, each copy will bear a copy number assigned by the originating office.

- ✓ a. Documents Originated in CIA - A document produced in CIA will be assigned the next consecutive Top Secret control number from the block of numbers allocated by CTSC to the area Top Secret control office serving the originator. If multiple copies of the document are to be prepared by printing or from some form of reproducible master, the Top Secret control number will be placed on the printing plate or master to be reproduced on all copies. If the document is accompanied by a letter or memorandum of transmittal, the transmittal document may be assigned the same control number with a letter or number suffix, e.g., /A, -2, /1. This same numbering system may be used with an attachment which is in itself a complete document or which may be expected to be separated from the remainder of the document, or to successive drafts of a document.
- b. Documents Received from outside CIA - A non-CIA produced document received initially in an area Top Secret control office will be assigned a Top Secret control number in the same manner as outlined above. Variations of the control number may be applied to attachments which were separately controlled by the originator. In no case will ✓ a second CIA Top Secret control number be assigned to a document which has been numbered previously by another CIA Top Secret control office.

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✓ 7. Top Secret Logs - Each copy of every Top Secret document produced or received by CIA will be recorded by CTSC or by the area Top Secret control office serving the component or individual originating or receiving the document. A log record will be prepared on Top Secret Posting Record (Form 312), Top Secret Control Record (Form 1225), Log Sheet (Form 311), or other suitable recording medium approved jointly by the CIA Top Secret Control Officer and the Director of Security. Each subsequent transfer of a copy of the document outside the area will be recorded in the log, showing date of transfer, recipient, and courier receipt number, if applicable. The log record will include the following information:

- a. CIA Top Secret control number,
- b. Source (originating office),
- c. Description of document, e.g., report number, short title,
- d. Date of document,
- e. Copy number,
- f. Number of pages in document and total number of pages, including attachments,
- g. Number of attachments, if any,
- h. Identification of attachments, if deemed significant,
- i. Date of recording (receipt),
- j. Name or initials of recording clerk.

8. Cover Sheets - A Control and Cover Sheet (Form 26) will be prepared by the area Top Secret control officer for each copy of every Top Secret document originated in his area or received initially in the area from outside CIA, showing all identifying information called for in the heading of the form. As a matter of convenience, where multiple copies are involved, the information may be entered in the center of the top portion of the form by means of a MULTISTAMP stencil or similar device on lines corresponding to the printed headings. This cover sheet will remain attached to the document until such time as the document is downgraded, destroyed, or dispatched outside CIA. Each Top Secret control officer who receives the document will sign in the left-hand column and record the date and time of receipt. Each individual, other than control personnel, who reads the document will sign and indicate his office and the date in the right-hand columns. Upon being detached from the document, the appropriate block at the bottom of the form will be executed and the cover sheet forwarded to CTSC.

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9. Transmission of Top Secret Documents

- a. Means of Carriage - Top Secret documents, other than those transmitted by approved electrical means, will be carried by a Top Secret courier (officer courier). Under no circumstance will a Top Secret document be transmitted by U. S. mail. When extraordinary circumstances warrant, a Top Secret document may be delivered by an area Top Secret control officer or an alternate Top Secret control officer designated by him. In such a case the document need not be double wrapped; however, the procedures specified elsewhere herein as to document receipts and logging at both the sender's and recipient's control points must be observed.
- (1) CIA Top Secret Courier Service - Domestic Top Secret courier service (officer courier) is furnished routinely by the Office of Logistics. This service is used for the transmission of Top Secret material between area Top Secret control offices and between CIA and other government departments and agencies. Top Secret courier service may be obtained by telephone when expedited delivery is required, by calling the Courier Office.
- (2) Armed Forces Courier Service - The Armed Forces Courier Service provides for the secure and expeditious transmission of Top Secret material requiring protected handling by officer courier. This service is adapted to the transmission of Top Secret material by CIA to authorized delivery points outside the local geographical area. CIA offices desiring to utilize this service may forward the material to CTSC for further transmittal.
- b. Courier Receipts - Courier's Classified Mail Receipt (Form 240a) will be prepared for each document or group of documents intended for a single addressee. The receipts will be numbered serially and the number will be inscribed on the corresponding document receipt and on the envelopes or wrappers. If more than one package is included in a single transmittal the total number of packages will be entered on the courier receipt. The Top Secret control number(s) of the document(s) covered by the receipt will be entered on the duplicate copy. The original courier receipt will be attached to the package. The courier will sign and enter the date and time of pickup on the duplicate, which will be retained in the transmitting office.

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- c. Document Receipts - Document Receipt (Form 615) will be prepared in duplicate for each document or group of documents to be transmitted to a single addressee. The document(s) will be identified according to the headings on the form, including specific copy numbers. No classified information will appear on the document receipt. The name and address of the transmitting office, the date, and the number of the courier receipt under which the material is being transmitted will be entered in the upper portion of the document receipt. The name and/or office and the address of the intended recipient will be entered in the lower portion of the form. The original document receipt will be enclosed with the document in the inner wrapping, and the duplicate retained in a tickler file pending return of the original signed by the addressee. A follow-up will be made on any document receipts outstanding at the expiration of a two-week period.
- d. Wrapping - Top Secret documents transmitted by courier will be enclosed in two opaque sealed envelopes or wrappers. The document(s), together with the document receipt will be placed in the first cover, which will be sealed with gummed tape. The wrapper will be stamped TOP SECRET and inscribed with the name and/or office and address of the intended recipient and the courier receipt number. This wrapper may also be stamped "TO BE OPENED ONLY BY ADDRESSEE", if appropriate. This wrapper will then be enclosed in a second envelope or wrapper and sealed with gummed tape. The outer wrapper will be inscribed with the office symbol and address of a CIA Top Secret control office or an authorized Top Secret control point of another government agency or department serving the intended recipient. The outer wrapper will be stamped "VIA OFFICER COURIER", the courier receipt number will be inscribed thereon, and the original courier receipt affixed. No classification marking will appear on the outer wrapping.

10. Destruction of Top Secret Documents - The destruction of classified documents must be accomplished in accordance with applicable laws and regulations, and questions concerning the legal authority for the destruction of government records should be referred to the Area Records Officer. Under no circumstances will registered documents, [REDACTED] documents, or SEATO or CENTO Top Secret or Secret documents be destroyed by an area Top Secret control officer. These documents will be returned to CTSC when they are no longer required in the area or upon the expiration of the loan period. Surplus or excess copies of other Top Secret documents which have served their purpose and for

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which no further routing is indicated may be destroyed by burning at the CIA incinerator by the custodian or his designee in the presence of a witnessing CIA employee cleared for access to Top Secret material. The cover sheet will be removed and the destruction certificate at the bottom of the form will be signed and dated by the person accomplishing the destruction and the witness, and forwarded to CTSC. The date of destruction will be recorded in the area Top Secret log.

11. Reproduction of Top Secret Documents - Top Secret documents may be reproduced only upon authorization by the originator, and reproduction must be limited to the minimum number of copies required for efficient operation. Each reproduced copy will be assigned a local copy number which will be distinguishable from the copy number assigned by the originator, and may be designed to indicate the type of reproduction, e.g., P-1 for photostatic copy, T-1 for thermofax copy; or may be identified by a series number, e.g., Copy 1, Series B. Reproduced copies will be controlled in the same manner as prescribed for original copies of the document.

- a. CIA-produced Documents - Permission to reproduce CIA-produced documents will be obtained from the originator of the document, if within the area proposing to reproduce, or through the appropriate area Top Secret control office, if in another area. In the latter case, the area Top Secret control officer, when granting permission to reproduce, will specify the copy number(s) to be assigned, to avoid duplication of copy numbers.
- b. Non-CIA-produced Documents - Permission to reproduce Top Secret documents of other than CIA origin will be requested of CTSC, and the reproduction will normally be performed by CTSC, except under extraordinary circumstances when the document can be more expeditiously reproduced in an area Top Secret control office. When this is done, the copy numbers to be assigned will be specified by CTSC.

12. Notification to Central Top Secret Control - Each area Top Secret control officer will furnish periodically to CTSC a log on Form 311 or other suitable reporting medium showing receipt and transmission of the following categories of Top Secret documents, other than cables:

- a. Documents originated within the area,
- b. Documents received from another area Top Secret control office or directly from a non-CIA source,

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- c. Documents transmitted to another area Top Secret control office or to a point outside CIA.

This log will not show the transfer of documents to or from CTSC nor internal routing within the reporting area. The log will normally be forwarded weekly; however, the interval may be adjusted on the basis of the volume of Top Secret documents involved.

13. ~~CONFIDENTIAL~~ SEATO, and CENTO Documents - ~~CONFIDENTIAL~~ documents and SEATO and CENTO Top Secret and Secret documents are to be controlled by, and made available only to CIA personnel who have been briefed for access to the material. Such documents will be received in an area Top Secret control office from CTSC on a loan basis and will be returned to CTSC upon expiration of the loan period, or sooner if they have served their purpose. They will not be reproduced nor transferred to any control point outside the area other than CTSC. These documents will be controlled in the same manner as prescribed for Top Secret documents generally, except that SEATO and CENTO Secret documents will be identified for control purposes by short title or series number. A CIA Top Secret control number will not be assigned to these Secret documents, nor will the Top Secret control and cover sheet be used.

A complete roster of CIA personnel who have been briefed for access to documents in these categories will be maintained in CTSC. Each area Top Secret control officer concerned will maintain a similar roster of persons in his area. If a request for such a document is received by an area Top Secret control officer from a person whose name does not appear on the roster, and his need for the document is established, a written request for the necessary briefing will be addressed to the CIA ~~CONFIDENTIAL~~ SEATO, or CENTO Control Officer, as appropriate, signed by a responsible officer of the requestor's component, and forwarded to CTSC. In case of an urgent requirement, arrangements may be made by calling CTSC, with a confirming memorandum to follow.

14. Reclassification of Top Secret Documents - Assistant Classification Control Officers and authorized classifiers are responsible for the review of CIA-produced classified material and the reclassification of such material when appropriate, and for notification to their respective area Top Secret control offices of the reclassification by them of Top Secret documents.

Notification of the reclassification of Top Secret documents, of either CIA or non-CIA origin, which were disseminated by the Office of Central Reference, will be issued to recipients of the documents by the CIA Classification Control Officer in the form of serially numbered regrading bulletins. Notification of the reclassification of Top Secret documents disseminated by other CIA offices will also be made by the

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CIA Classification Control Officer when deemed appropriate. If the document is in the nature of a single addressee memorandum or was given a strictly limited distribution by the originating CIA office, notification to the recipient(s) may be made by the originator.

Upon receipt of a regrading bulletin from the CIA Classification Control Officer, the area Top Secret control officer will change the classification of any copies of the document in his custody as outlined below:

- a. The front cover or first page of the document will be marked or stamped to reflect substantially the following:

CENTRAL INTELLIGENCE AGENCY

CLASSIFICATION

Canceled

Changed to _____

BY AUTHORITY OF _____

Name _____

Office _____

Date _____

The new classification will be entered on the appropriate line and the authority will be shown as Regrading Bulletin No.____, with the date of the bulletin.

- b. The classification TOP SECRET will be stricken and the new classification and/or control applied wherever the original classification appeared on the document.
- c. The cover sheet (Form 26) will be executed in the appropriate space to show the new classification, detached, and forwarded to CTSC.
- d. The area log will be marked to reflect the change of classification and the disposition of copies of the document.

When notice of reclassification of a Top Secret document is received by the area Top Secret control officer from an assistant classification control officer or authorized classifier in his own area, the classification of any copies of the document in his area will be changed in accordance with the foregoing. The name and office of the responsible officer in the area will be shown as the authority for the change. The notice, or a copy thereof, will be forwarded to CTSC for the CIA Classification Control Officer, with a notation as to whether recipients have been notified of the reclassification. If such notification is to be made by CTSC, but dissemination of the document was made by the originator, the area Top Secret control officer will advise CTSC of the distribution, showing addressee, copy number, and date of transmittal.

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